

**BY ORDER OF THE COMMANDER
UNITED STATES AIR FORCES IN
EUROPE**

**UNITED STATES AIR FORCES IN EUROPE
INSTRUCTION 36-3106**

28 JANUARY 2015

Personnel

**USAFE AREA XV, ATLANTIC REGION
REPRESENTATIVE**



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This publication implements Air Force Policy Directive (AFPD) 36-31, *Personal Affairs*, and establishes the United States Air Forces in Europe (USAFE) Area XV, Atlantic Region Representative. It sets the purpose, responsibilities, and general operating principles, and defines budgeting and temporary duty (TDY) travel parameters for the USAFE Area XV, Atlantic Region Representative. This publication does not apply to Air Force Reserve Command (AFRC) units and to the Air National Guard of the United States (ANGUS). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. This publication may be supplemented, but all direct Supplements must be routed to the OPR of this publication for coordination prior to certification and approval. The authorities to waive requirements in this publication are identified with a Tier number (T-0, T-1, T-2, T-3) following the compliance statement. See AFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items.

SUMMARY OF CHANGES

This publication has been substantially revised and must be completely reviewed. Major changes include clarifying the role of the USAFE Area XV, Atlantic Region Representative; clarified USAFE commander and Installation commander roles; clarified organization of RAOs and Active Duty Coordinators; implements tiering IAW AFI 33-360; adds Attachment 1, Glossary of References and Supporting Information per AFI 33-360; adds Attachment 2, Area XV, Atlantic Region locations.

1. Purpose and Objective:

- 1.1. Establish the USAFE Area XV, Atlantic Region Representative, IAW AFI 36-3106, para 3.2. (T-2)
- 1.2. USAFE Area XV, Atlantic Region Representative serves as USAFE/CC's personal liaison with retired Air Force personnel residing in Europe. (T-2)
- 1.3. RAO Directors serve as the installation commander's personal liaison with retired Air Force personnel residing in their community. (T-3)
- 1.4. Foster a sense of community among active duty and retired Air Force members. (T-3)
- 1.5. Provide Air Force retirees with a means to discuss, review, and make recommendations on decisions, policies, and laws that affect them. (T-3)
- 1.6. Improve community relations and encourage and aid public understanding of Air Force policy. (T-3)

2. Roles and Responsibilities.

- 2.1. USAFE Commander will:
 - 2.1.1. Solicit nominations for and select USAFE Area XV, Atlantic Region Representative candidate; delegated to HQ USAFE/A1 or designated representative. (T-2)
 - 2.1.2. Provide AFPC Retiree Activities Branch (AFPC/DPFFF) with the résumé and nomination letter; delegated to HQ USAFE/A1 or designated representative. (T-2)
- 2.2. Installation Commanders will:
 - 2.2.1. Establish procedures to solicit nominations for and select RAO Directors. (T-2)
 - 2.2.2. Provide USAFE Area XV, Atlantic Region Representative with the résumé and nomination letter for RAO Directors. (T-2)
- 2.3. USAFE/A1 will:
 - 2.3.1. Provide oversight of USAFE Retiree programs. (T-2)
 - 2.3.2. Liaise with USAFE Area XV, Atlantic Region Representative; and when possible participate in EUCOM and HQ USAREUR retiree council meetings. (T-2)
- 2.4. USAFE Area XV, Atlantic Region Representative will:
 - 2.4.1. Serve as a link between members of the Air Force retiree community throughout Europe (Retiree Activity Offices, retirees, family members and surviving spouses) and the Air Force Retiree Council. (T-2)

- 2.4.2. Serve as a member of the United States Air Force Retiree Council. (T-2)
- 2.4.3. Liaise with local RAOs for administrative and logistical support. (T-2)
- 2.4.4. Communicate with area representatives and retiree members on matters of mutual concern, country-wide impact, or USAFE-wide scope. (T-2)
- 2.4.5. Work directly with RAOs on matters of interest. (T-2)
- 2.4.6. Obtain proposed issues from local RAOs prior to annual council meetings. (T-2)
- 2.4.7. Seek guidance and support, as required, from AFPC Retiree Activities Branch (HQ AFPC/DPFFF). (T-2)
- 2.4.8. Attend annual council meetings held at Randolph Air Force Base, San Antonio, TX to represent Europe and provides topics and positions on retiree issues. (T-2)
- 2.4.9. Contact USAFE/CS to request TDY funds to support required travel. (T-2)
- 2.4.10. Work with military-affiliated organizations and appropriate government agencies. (T-2)
- 2.4.11. Ensure RAO support and involvement with local Air Force recruiters. (T-2)
- 2.4.12. Establish area workshops when there is a need. (T-2)
- 2.4.13. Monitor Area XV retiree programs, establishing and maintaining support with installation commanders. (T-2)
- 2.4.14. Encourage commanders and active duty coordinators to support RAOs. (T-2)

2.5. RAO Director

- 2.5.1. Works closely with federal benefits agencies at American Embassies, military casualty affairs representatives, personnel, and finance offices to ensure all benefit entitlements due to eligible retirees and widows or widowers of deceased retirees are received in a timely manner. (T-3)
- 2.5.2. When possible and when requested, organizes and arranges military honor guard or funeral for deceased U.S. Forces retired personnel. (Burial flags can be obtained from the American Embassy.) (T-3)

3. Organization:

3.1. Each installation should have an RAO director IAW AFI 36-3106. Where no RAO exists, the nearest active RAO will represent that area. The main goal is that retirees and widows or widowers of deceased retirees have a focal point of contact for problems or perceived problems. Military Personnel Programs Branch (HQ USAFE/A1KKM) serves as the Active Duty Coordinator for the USAFE Area XV, Atlantic Region Representative, whereas installation vice commanders serve as Active Duty Coordinator for RAOs. (T-2)

3.2. Base Level/Joint Retiree Councils

- 3.2.1. When sufficient members of the retiree community volunteer their services to provide for and enhance community relationships, the Wing/CC will direct the installation commander to establish and maintain a chartered military retiree council consisting of a President and an odd number of voting members (surviving spouses

should be included). In communities such as Kaiserslautern a joint retiree council would be most advantageous since the active duty forces and their families are supported by both branches of service. (T-3)

4. Travel and Funding:

4.1. Use appropriate travel orders according to the Joint Travel Regulation to cover necessary expenses of the USAFE Area XV, Atlantic Region Representative and RAOs (including retired military and Department of Defense employees). (T-2)

4.2. Report problems concerning funding to the installation active duty coordinator or HQ USAFE/A1KKM, whichever is applicable. (T-2)

SCOTT A. ARCURI, Colonel, USAF
Director of Manpower, Personnel, and Services

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 36-3106, *Retiree Activities Program*, June 30, 2014.

AFI 33-360, *Publications and Forms Management*, September 25, 2013.

AFPD 36-31, *Personal Affairs*, April 2, 2012.

Forms Adopted

AF847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AFPC/DPFFF—Air Force Personnel Center, Retiree Activities Branch

AFPD—Air Force Policy Directive

AFI—Air Force Instruction

IAW—In Accordance With

RAO—Retiree Activities Office

TDY—Temporary Duty

USAFE—United States Air Forces-Europe

USAFE/A1—Directorate of Services, Personnel, and Manpower

USAFE/A1K—Personnel Division

Attachment 2**AREA XV LOCATIONS****Italy**

Aviano Air Base
31 FW/CVR-RAO
Unit 6140 Box 100
APO AE 09601-3100

United Kingdom

Royal Air Force Alconbury
423 FSS/RAO
Unit 5855 Box 100
APO AE 09470-0000

Royal Air Force Croughton

422 ABG/CVR
Unit 5855
APO AE 09494-5855

Royal Air Force Mildenhall/Lakenheath

100 ARW/CVR
c/o 727 AMS/TRO/RAO
Unit 8963 Box 430
APO AE 09459-5430

Spain

Torrejon
Retiree Activities Office
PSC 840 Box 144R
APO AE 09649-0000

Germany

Ramstein/Kaiserslautern Military Community
86 AW/RAO
Unit 3300
APO AE 09094

Spangdahlem Air Base

52 FW/RAO
Unit 3680 Box 190
APO AE 09126-0190

Portugal

Lajes Field, Azores
65 ABW/CVR
Unit 7710
APO AE 09720-7710